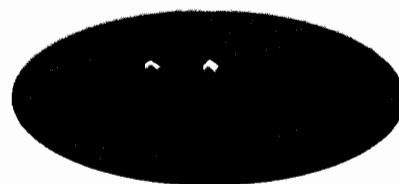


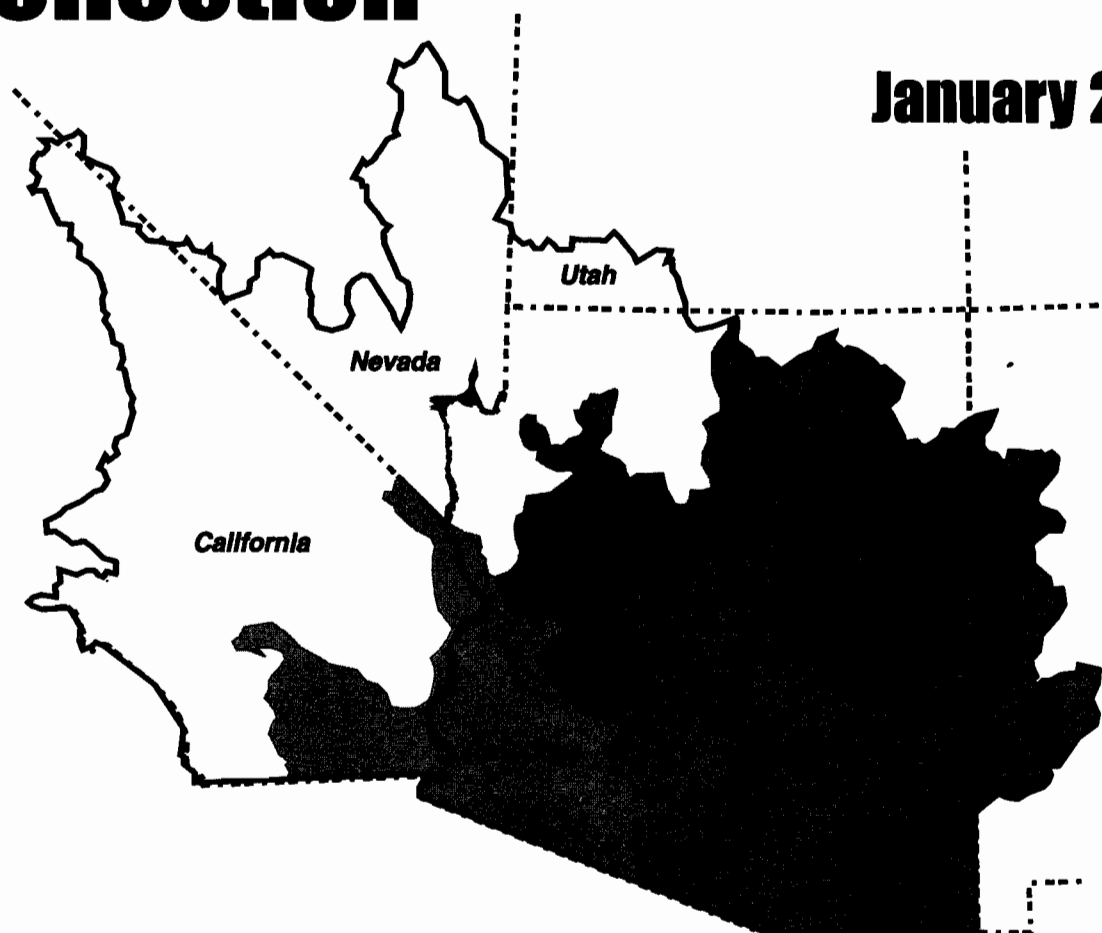


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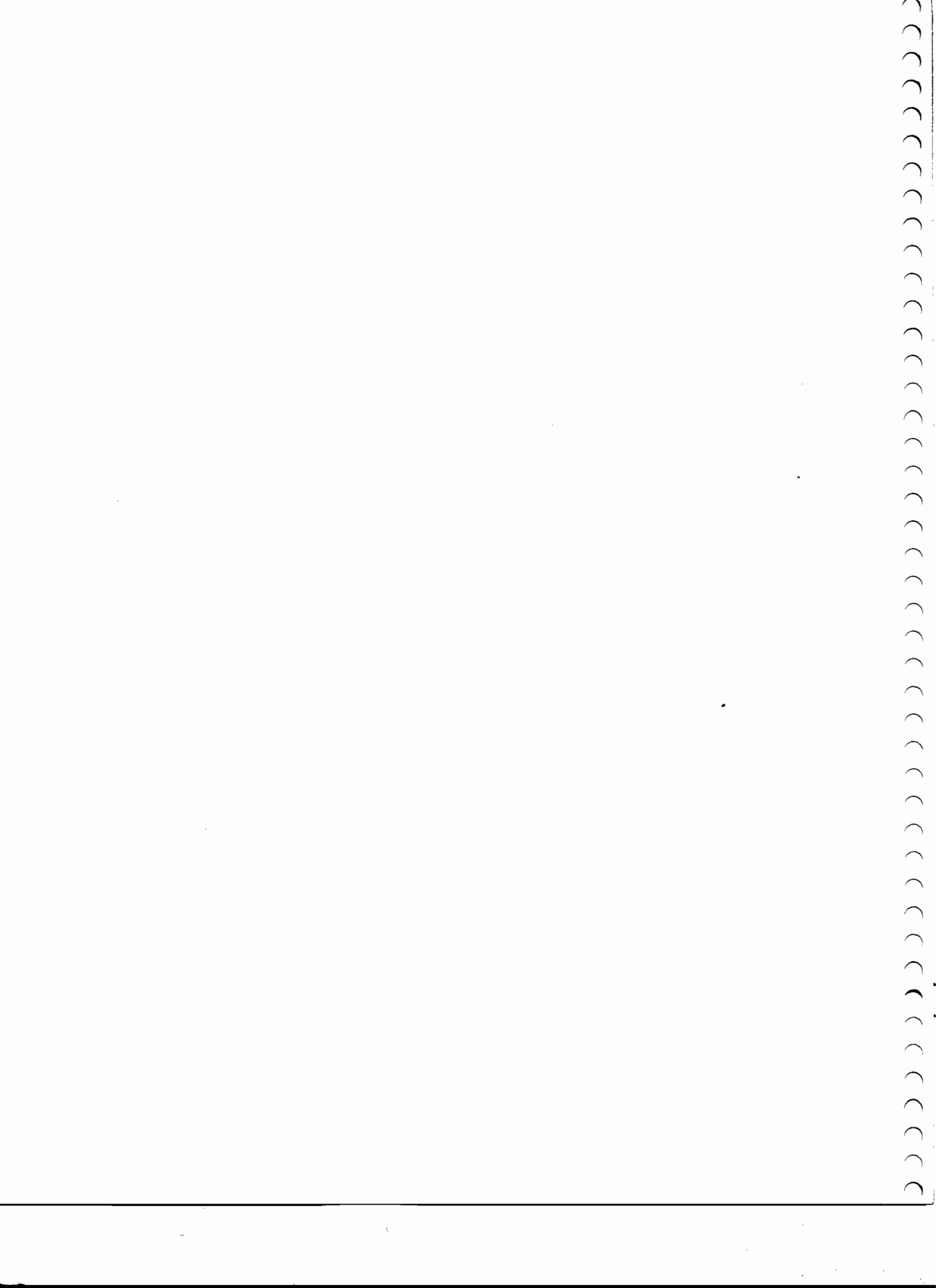
Collections Transfer Plan for Central Arizona Project Collection

January 2004



**Bureau of Reclamation
Lower Colorado Region
Phoenix Area Office**

**Mandatory Center of Expertise
for the Curation and Management
of Archaeological Collections**



Collection Transfer Plan

Central Arizona Project Archaeological Collection

Transfer from
Central Arizona Project Repository (Tucson, AZ)
To
Huhugam Heritage Center (Chandler, AZ, vicinity)

Prepared for
United States Bureau of Reclamation
Lower Colorado Region, Phoenix Area Office

Prepared by
U.S. Army Corps of Engineers, St. Louis District
Mandatory Center of Expertise for the
Curation and Management of Archaeological Collections

January 2004



This Collection Transfer Plan (CTP) is the result of the hard work and forward thinking of those individuals and institutions involved in the transfer of the collection. Specifically, staff from the Bureau of Reclamation, Phoenix Area Office, the Central Arizona Project Repository, the Huhugam Heritage Center, Citizens Transfer and Storage Company, and the U.S. Army Corps of Engineers, St. Louis District worked in conjunction to plan this transfer and anticipate problems that might be encountered. This plan, along with the documentation generated during the transfer and the after-action report, serves as the permanent record of this transfer.

Chapter 1

Introduction

This planning and protocol document describes the activities necessary for the physical, legal, and ethical transfer of the Bureau of Reclamation's Central Arizona Project collections from the Central Arizona Project Repository in Tucson to the Gila River Indian Community's Huhugam Heritage Center outside of Phoenix. There are over 6000 boxes of artifacts and more than 300 linear feet of archival materials stemming from this twenty-year project. A collection transfer of this size and complexity requires procedures and protocols that outline planning issues, specific protocols to be used before, during, and after the actual transfer, individual and organizational roles and responsibilities, and issues to be resolved. This planning document will serve to fulfill the needs of transferring such collections and to provide a set of guidelines in a single document for all those involved in the transfer.

The Central Arizona Project, funded and constructed by the Bureau of Reclamation (Reclamation), was designed to bring Colorado River water to the communities of central Arizona via a 336-mile canal from Lake Havasu to areas south of Tucson. Canal construction began in 1973 and was substantially completed in 1993. The archaeological collections resulting from this project consist of artifacts from the Middle Archaic period through the early 20th century. Artifacts from the Hohokam period (200BC – AD1450) dominate the collection. Document collections consist of project archives, photographs, and reports.

Currently, Reclamation is in a direct cooperative agreement with the University of Arizona, Arizona State Museum to manage the archaeological collections at the Central Arizona Project Repository (CAPR). The CAPR is located in the basement of the federal building in Tucson, Arizona. Reclamation's cultural resource responsibilities as the land managing agency are guided by several federal laws and regulations, including the Antiquities Act of 1906, the National Historic Preservation Act of 1966, as amended, the Archaeological Resources Protection Act of 1979, and 36 CFR Part 79 (Curation of Federally-Owned and Administered Archeological Collections). The collections will be transferred to the Gila River Indian Community, Huhugam Heritage Center (HHC) for permanent curation. The Akimel O'odham (Pima) and the Pee Posh (Maricopa) tribes make up the Gila River Indian Community. The Akimel O'odham trace their ancestry to the Huhugam tribe, early agriculturalists of the Gila River in central Arizona (300 BC to AD1450). The Army Corps of Engineers will provide expertise, the completed Collection Transfer Plan, and assistance throughout the entire transfer project, and will supervise the physical transfer activities acting as Reclamation's Site Supervisors. Citizens Transfer and Storage will provide the moving staff, equipment, and expertise with the physical transfer of archaeological collections.

Before transferring the artifacts to the custody of the HHC, certain procedures must be undertaken to ensure that Reclamation's responsibilities under federal laws and regulations are met. Documentation compiled and generated during the entire transfer process must be maintained. This protocol document outlines these procedures, defines responsible parties, and describes plans for the random sampling of artifact boxes and

transport of the artifacts as they make their way to the HHC facility. The plan is divided into three major sections: planning necessary for the collection inventory and prior to the transfer; the actual transportation of the collections to HHC for permanent curation; and post-transfer activities that must occur after the physical transfer is completed. Each section describes the major tasks of the COE, CAPR, Reclamation, Citizens Transfer and Storage, and HHC in the inventorying and transfer of the artifacts.

In anticipation of the sample inventory and transfer of the artifacts from the Central Arizona Project, a vast array of details and tasks must be discussed and procedures must be drafted and finalized. The complexity of the task ahead, the involvement of various federal, tribal, and state agencies, and the size of the project require extensive planning and a recognition of the issues and problems that need to be resolved prior to moving the artifacts.

A brief discussion of each major task (pre- and post-transfer sample inventories, pre- and post-transfer activities, and transfer) is outlined below.

Pre-transfer activities include those tasks required before the artifacts can be transferred to the HHC at the Gila River Indian Community. These tasks include preparing the artifacts for shipment, conducting a condition assessment, bringing in the moving company responsible for the physical shipment, and performing the CAPR pre-transfer sample inventory.

The **pre- and post-transfer sample inventories** involve a random sampling comparison of the original CAPR inventory of materials to those that are currently present. This ensures that all artifacts associated with the project are accounted for and will be transferred from the CAPR to the HHC. Planning for the artifact sampling involves the following several tasks:

1. locating and determining the disposition of pertinent associated documentation.
2. locating and determining the disposition of artifacts.
3. determining the flow of materials and records during the sample inventory process.
4. standardizing the sample inventory process.
5. identifying and planning security, staffing, and scheduling needs for the sample inventory procedures.
6. planning the disposition of any records created during this process.

The **transfer of the artifacts** involves the packing of the material into gondolas and a confirmation of the presence of materials by the Army Corps of Engineers, St. Louis District. It also involves transport to the HHC curation facility. Planning needs include the following:

1. determining the signatories for confirmation process.
2. coordinating with the HHC.
3. determining the packing method of the gondolas.
4. creating tracking methods for the packing and transport to ensure that all materials arrive safely at HHC.
5. compiling all original and generated documentation and transferring these documents to a secure storage space at HHC.

Post-transfer activities include those tasks required after the transfer of the materials to HHC. These tasks include confirming the arrival of the artifacts to HHC control, compiling all documentation from the sample inventory procedures, and arranging storage at the HHC curation facility. A second sample inventory will be completed at HHC. Because the documentation will be the only remaining data available on this process, it is imperative that it be maintained for both research and legal purposes.

This protocol describes those general tasks associated with the permanent removal of archaeological collections from a long-term storage facility, as well as those tasks specific to removing and transferring the artifacts to the Gila River Indian Community, Huhugam Heritage Center.

Chapter 2

Pre-Transfer Activities and Procedures

The federal government has a responsibility to care for the archaeological collections they manage and to maintain standards that ensure this care for the collections held in public trust even when those collections are transported to a newly designated repository. The movement of any archaeological material from one location to another involves a series of tasks and, in turn, procedures to carry out those tasks. The procedures, as described in this document, ensure that pertinent collections are properly identified, that the preservation of collections is maintained, and that all collections arrive at their destination. Standardized forms that identify collections to be moved, track the collections through the handling, packing, and transport, and identify the condition and content of collections before and after transit are an inherent part of these procedures. Additionally, standardized forms that track collections through the transfer process will serve to protect Reclamation, CAPR, and HHC by providing a permanent record of the events and assuring concerned parties that all artifacts from the Central Arizona Project and other Reclamation collections are transferred to HHC, while maintaining the standard of care and security afforded federally-managed archaeological collections.

I. Review of Inventories

The CAPR has four main databases that focus on the major portions of the collections: archaeology collections, project archives, project photographs, and project maps. The last Property survey, as outlined in 411 DM, was completed in July and August 2002; the pre-transfer sample inventory will serve as the 2003 Property survey. The sections of the annual survey include:

1. Archaeological Collections: The CAPR currently has accumulated over 170,000 catalog records representing the archaeological collections. Following DM 411, the inventory includes:
 - A. Research Collections (bulk collections)
 - B. Controlled and Illustrated Collections
2. Archival Collections
3. Uncataloged Collections

II. Notification of Moratoria and Closure

The Central Arizona Project Repository receives collections from archaeological contractors that complete projects for Reclamation's Phoenix Area Office. The Repository also loans materials out to institutions and qualified individuals for exhibit, research, and conservation purposes. Because the Repository staff will be busy completing collections cataloging and preparing for the collection transfer, CAPR will not be able to receive new collections or process loan or research requests. Letters have been sent to major archaeological contractors and individuals that have requested access to the collections in the past year. The moratoria for each of these is as follows:

- Collections receipt: June 30, 2003
- Loans and Research: July 18, 2003

Institutions and individuals currently holding loans will need to be notified of the upcoming transfer. There is no plan to recall loans, since most are on exhibit. If a loan will be returned, it will be recommended that it be returned by July 30. Letters will be completed by June 13 and go to all institutions/individuals holding loans.

1. Although the majority of collections housed at the Repository are Bureau of Reclamation collections, there are five accessions that are from tribal or Bureau of Indian Affairs land. The tribes with collections at the CAPR were notified of the up-coming transfer; they, in turn, were requested to notify Reclamation whether they desire their collections to be returned or moved with the Reclamation collections up to the HHC. Letters to the tribes requesting notification were completed on June 13. Return of Accession 30 (artifacts and archive copy) and 36 (archive copy) to Salt River Pima Maricopa Indian Community was completed on August 29, 2003. Accession 62 was returned to Ft. McDowell Yavapai Nation on October 1, 2003. The return of Accession 5 to the Tohono O'odham Nation is planned for prior to October 15.

III. Condition Assessment

The Bureau of Reclamation archaeological collections currently held at the Central Arizona Project Repository (CAPR) in Tucson will be transferred to the Huhugham Heritage Center, Gila River Indian Community. Prior to the transfer, it is necessary to document objects in the collections that might suffer damage during the transfer. This documentation project will include the completion of condition assessments for, and digital photographs of, the objects prone to being damaged. It will coincide with the completion of cataloging over 75% of the Repository collections; artifacts from the remaining collections have been separated from the research collections and are available for both photo documentation and condition assessments.

The project focuses on documenting objects in the CAPR special collections that might incur damaged during the transfer. It is not intended to record photographs of all objects in special collections. The coordination of condition assessment and digital photography minimizes artifact handling and reduces the number of times an object is accessed prior to being packed for the transfer. The digital record photographs can also be integrated with the archaeological collection catalog records to provide an image of the object to minimize handling and ease identification, exhibit planning, and research access.

Condition assessments will be done for complete and near-complete prehistoric objects likely to be damaged during transfer due to material type, poor condition, fragility, previous damage, reconstruction, or mending. These objects include all ceramic vessels, objects with prior conservation treatment, objects with structural damage, and objects in poor condition. Materials that will receive assessment will include ceramic and clay items, objects of perishable materials, and organic materials (e.g., bone, shell, horn) that display evidence of serious damage or deterioration.

Condition Assessment Form

- To be completed for items meeting above conditions
- Copy of digital photo, circle areas with damage/deterioration
- Information in supplemental Conservation database coordinated with catalog record and photo, and conforming to field requirements of Re:Discovery

Digital Photo-documentation

Digital photography was selected over standard film format photographs because of the limited objectives of the project. CAPR was interested in capturing the maximum number of images/objects that met the need for pre-transfer photo-documentation. This step must be completed before the items are packed for transfer. Only items receiving condition assessments were photographed.

Because the digital images can be stored on CDs or hard disk, the amount of archival processing and storage is considerably reduced over film formats. Images from digital photographs can also be integrated with the object catalog record. Unfortunately, using the digital format will not provide an archival copy of the artifact photographs.

Photography and Condition Assessment Procedures

1. Photo label (CAPR, ACC#/Cat#).
2. Photograph object
 - A. Vessels- 2 or 3 views to obtain good visual coverage
 - B. Flat objects- front/back shots unless second view would not add new information
 - C. Close ups photographs of damaged areas, reconstructed areas, etc.
3. Partially pack the boxed vessels, leaving the neck/rim visible for sample inventory. Do not pack the cabinet items.

IV. Files and Documents

The CAPR will complete a triage of files, computer and physical, to determine what to pass on to HHC, what to shred because it will no longer be relevant, and what should be transferred to Reclamation or Arizona State Museum.

All collections-related electronic files and databases will be transferred to HHC. These include:

- Collections databases, probably in Re:discovery (includes archaeology and archival collections, magnetic media, condition reports, etc.)
- Accession, loan, and research access files and tables
- Accession histories
- Annual and quarterly progress reports
- Bibliographic data (transferred from CAPR's Reference Manager program to HHC's Procite)
- Finding aids for project files, cataloging files, archives
- Scanned archives

Collections-related physical files to be transferred to HHC will include:

- Project and catalog files
- Accession, conservation, loan, research request files, and accession records
- Archives finding aids
- Condition reports
- Library and associated references
- Copy of policies/Operations manual
- Environmental records
- Annual and quarterly reports

Electronic records that are not collections-related that will be destroyed (i.e., cleaned off hard disks) include:

- Backups/duplicates/copies
- Administrative/Personnel/Financial files
- E-mail files, personal files, correspondence

Physical files that are not collections related will be shredded. They include:

- Administrative/Personnel/Financial files
- Agreement documentation
- Correspondence, agendas, budgets, timesheets etc.

Files and documents that will go to Bureau of Reclamation will include:

- NAGPRA database and associated records
- Copy of scanned archives with finding aids

Files and documents that will go to Arizona State Museum

- Copy of scanned archives with finding aids
- NAGPRA-related references to Madsen

V. Collections Packing: Storage Unit Level (box, cabinet, etc.)

Most packing of storage units has taken place as the collections have been processed. All will be checked before the move.

Archaeological Collections – Boxed Research: All objects have been placed in sealed polyethylene bags with labels and catalog number. These are “filed” in catalog number order within each box; bags are not piled on top of each other. Each box is checked for shifting and movement, and “peanut pillows” or bubble wrap will be added to prevent movement during normal transfer activities (i.e., shifted to about a 45 degree angle when being picked up). There are no fears of off-gassing because objects are in sealed bags. Boxes are not acid-free because the objects are in sealed bags.

Each piece of oversized ground stone (e.g. metate, grinding slab) has been sealed in a polyethylene bag with label and catalog number. Each piece will be wrapped in microfoam or bubble wrap with a support of cardboard planking if needed. Each piece has been assigned a number that includes the Accession Number and Box #. They have been integrated into the Boxed Research Collections.

Each box has a unique number that is comprised of Accession #/Box #. Box labels include:

- Accession number
- Box number
- Project name
- Site number(s)
- Material type
- Catalog numbers contained in box.

Archaeological Collections - Oversized Metal and Miscellaneous: All oversized metal and other oversized miscellaneous items (e.g. panel of sample glass colors) have been sealed in polyethylene bags with labels and catalog numbers. They have each been assigned box numbers consisting of Accession Number/Box Number. For the transfer the smaller items will be placed in boxes and padded with tissue paper, "peanut pillows," microfoam, or bubble wrap. Boxes will be labeled to indicate the contents. Very large pieces will be wrapped in bubble wrap (with foam or cardboard supports, if needed) and placed directly onto pallets for the transfer.

Archaeological Collections - Boxed Ceramic Vessels: Vessels will be packed for short-term storage and transfer only. Each vessel will be stored in its own box or in a partitioned box. Each vessel will be wrapped in acid-free tissue paper with areas of loss and other places deserving of attention indicated by masking tape/colored tape (on tissue) over the area. This will alert those unpacking the vessels to use extra caution. The wrapped vessel is then placed in a gusseted polyethylene bag sealed with a twist-tie and with the catalog number on an acid-free label. The vessel is cavity packed in ethafoam for lower 1-2 inches then padded and supported with acid-free tissue paper, "peanut pillows," bubble wrap, and Styrofoam "peanuts." Off-gassing is not a concern because the vessels are in sealed bags for a short term. "Fragile" and "This Side Up" labels will be clearly placed on each box. Each box has been assigned a box number (Accession #/Box #). Each outer box is labeled with same information found on research boxes (see above).

Archaeological Collections - Boxed Faunal/Botanical: The faunal remains (antlers, horn cores) were custom-packed by a conservator. Each box has a box # (Accession #/Box #) and label. Each box will receive clear "Fragile" and "This Side Up" labels.

Other fragile faunal and botanical items in boxes will be padded with acid-free tissue paper, "peanut pillows," and foam rolls to prevent movement. Each box will receive "Fragile" and "This Side Up" labels. These materials may be candidates for hand carrying or delivery.

Archaeological Collections - Cabinets: Items placed in cabinets are in polyethylene resealable bags and placed in chipboard trays. Delicate items have been cavity packed prior to being bagged. All have a label and catalog number; most objects also have the catalog number (Accession #-Catalog #) applied to the object (reversible application). For the transfer, chipboard trays will receive additional padding of foam and tissue paper.

Padding will be inserted between trays to prevent transverse shifting/sliding. Each drawer will be covered with a layer of ½" foam. Areas between drawers will be padded using rolled bubble wrap and foam layers; if needed, shims will be placed under drawer runners. All of these efforts are intended to prevent shifting of objects during the move and to ensure that drawers do not come off runners and compress underlying items.

Archival Collections – Project Archives: All project archives have been placed in acid-free folder and boxes. All folders and boxes have been numbered and labeled using a combination of Accession Number/Box Number/Folder Number. For the transfer, each box will be padded, as needed, with rolled foam (inert) to prevent shifting during the move.

Archival Collections – Boxed Reports: As with project archives, these have been placed in acid-free folders and boxes. Each box is labeled with Accession Number and Box Number. As needed, boxes will be padded with foam rolls to prevent shifting during the transfer.

Archival Collections – Photo Archives: All photographs, negative, and slides have been placed in sleeves, acid-free folders, and acid-free boxes. All boxes have been labeled with Accession Number and Box Number. As needed, photo archives boxes will be padded with foam rolls to prevent content shifting during the transfer.

Archival Collections – Reports, Related Reports and Reference Library: Project reports in the library will be boxed by the moving contractor in the order in which they are currently stored. The boxes will be labeled to reflect the contents. Other reports and references will be boxed as they are currently stored, the boxes then labeled to reflect the contents.

Archival Collections – Maps: The large maps for each accession have been placed in large acid-free folders and placed flat in large map cabinets. Although each drawer has a cover to hold maps in place, added foam sheets will be placed in the drawers to prevent shifting and movement of maps. It is very important that the map cabinets be kept upright during the transfer, as it would harm both the maps and the cabinets if they were turned on end.

Some very large maps have been rolled onto large acid-free cardboard rolls and padded with microfoam sheeting. These rolls have been appropriately labeled.

Archival Collections – Microfilm, Audio and Videotapes: All microfilm, audio and videotapes are in individual boxes labeled to indicate contents. These will be placed in the media safe for the transfer. The safe interior will be packed to prevent shifting of contents during the move. As a precaution the media safe should not be tipped during transfer.

Magnetic Media: CDs, disks, diskettes, etc.

Contractor files and other items will be transported in the media safe. The media safe will be appropriately packed to prevent shifting and damage.

VI. Pre-Transfer Sample Inventory

The pre-transfer sample inventory of documents and artifacts from the Central Arizona Project Repository to the Gila River Indian Community's Huhugam Heritage Center was conducted on 20-23 October 2003. The Corps of Engineers, as Reclamation's representative, conducted the inventory with staff from CAPR. The sample inventory consisted of a reconciliation of the archival material and artifacts to the original inventory of these items, ensuring that all documents and artifacts were included; HHC will be conducting a similar inventory of the collection after the physical transfer (post-transfer sample inventory). The inventory consisted of checking for the presence or absence of artifacts and documents. Discrepancies encountered were resolved by COE and CAPR staff during the sample inventory procedures. All documentation compiled and completed during the inventory and transfer processes are being retained by the Corps of Engineers until the post-transfer sample inventory is complete.

Given the size of the collection, only a sample of the collection will have an inventory check. This will involve selecting a random sample of each type of collection, printing out an inventory, and checking the selected boxes. To balance the size of the collection with the time practically available to perform the pre- and post-transfer sample inventories, the following sample sizes apply:

1. Archaeological collections: research
 - Sample: 2% of 6000+ boxes = 120 boxes
2. Archaeological collections: cabinets and other controlled collections
 - 100% cabinets and vessels
3. Archival collections: Project Archives
 - Sample: 5% of 634 boxes = 32 boxes
4. Archival collections: Photo archives
 - Sample: 5% of 186 boxes = 9 boxes
5. Archival collections: Maps
 - Sample: 5% of 2269 maps = 113 maps
6. Archival: Reclamation Reports
 - Sample: 5% of 112 boxes = 6 boxes
7. Scanned Archives CD/Microfilm:
 - 100% check of Inventory
8. Audio Cassettes/Videos: 100% check of Inventory
 - 100% check of Inventory
9. Magnetic media: Contractor files: all on 1 disk

Although full catalog records have been created for cataloged archaeological collections, the sample inventory did not involve checking all fields per record. Instead, an abbreviated catalog inventory was printed by CAPR. This catalog included only the major categories needed to identify the object and to ensure its presence. The abbreviated inventories were printed by box number/drawer number and included the following fields:

1. Location and box/drawer
2. Accession #-Catalog #
3. Object Name
4. Site Number
5. Provenience

The archives sample inventories utilized the finding aids appropriate for selected boxes.

There is no plan to include the bulk Accession 4 in the sample inventories. This accession has not been completely catalogued. The vast majority of this collection is soil samples. The artifacts and soil samples will be packaged the same as the other boxes, with "OLD" written in red in front of the box number to indicate that these are from the old box sequence.

Pre-Transfer Sample Inventory Process:

1. Select random sample of boxes for each sampled collection.
2. Print out the abbreviated inventory catalog for each collection prior to COE arrival in Tucson.
3. Each inventory team is made up of representatives of COE and CAPR. There will be at least three teams; one team for archives, one for research collections and one for the controlled collections. Each team will be given the appropriate documentation for their particular portion of the collection.
4. The box to be inventoried will be pulled from the shelf and brought to a table. The contents of the box removed and inventorying will ensue. Cabinet drawers can be checked in place or at a nearby workstation.
5. The abbreviated box/cabinet inventory from CAPR will be used as a checklist for the presence or absence of an item. Presence will be noted with a check (✓). Absences will be explained on the Inventory Reconciliation Sheet. Any corrections to the database will be marked directly on the abbreviated inventory.
6. After the box or cabinet has been inventoried, the Inventory Reconciliation Sheet will be signed in the appropriate spaces by each team member and placed in a central location.
7. The contents of each box will be secured and then the box will be taped closed. Blue colored stickers will be adhered to the exterior of the boxes that are part of the exit and entrance inventories. The cabinet drawers will be stabilized by CAPR staff after the entire sample inventory has been completed.
8. The box is then replaced on the shelf from which it was pulled and will be moved to HHC in sequence with the other boxes from that collection.

9. At the end of each day the site supervisor, or other designee, will go through the completed sheets, noting which boxes were inventoried that day and which contained unresolved discrepancies.
10. No box or drawer will be left partially processed at the end of each day.

The Corps of Engineers have taken the forms from the pre-transfer sample inventory with them upon completion at CAPR and will bring them back for the post-transfer sample inventory at HHC. They will then remain at HHC.

Discrepancies Found During the Sample Inventory

A discrepancy exists when an element or item that was recorded as present on the original inventory is not present at the time of the sample inventory procedures. Should a major discrepancy occur during the inventory of the artifacts, a reconciliation discrepancy plan should be in place as part of the inventory process to resolve the discrepancy and to serve as documentary evidence of this process. The reconciliation sheets used during the process will be used to record the discrepancy.

Discrepancies can include an error on the electronic inventory or a missing item. If an error is located in the electronic record, it is to be marked on the abbreviated inventory for correction in the database prior to being transferred to HHC. The Discrepancy Noted box as well as the Discrepancy Reconciled box should be marked, as well as a brief explanation. In the case of a missing item, every effort will be made to locate it. Efforts will include, but not be limited to, the following: searching neighboring boxes and checking for its inclusion in the controlled or research collections. If the item is found the Discrepancy Reconciled box should be marked along with a description of where the item was found, etc. If the missing item is not recovered the box will be left blank. Even if the item is not found, actions taken to look for it should be noted on the Inventory Reconciliation sheet.

Discrepancies were few during the pre-transfer sample inventory. Artifact discrepancies consisted of artifacts being physically located a different box than was recorded or the entry being a duplicate entry. Discrepancies in the oversized records were encountered, but were easily reconciled by the archivists. It was noted that each map and, in the case of items pieced together with tape, each individual piece received its own map number. All discrepancies at CAPR were reconciled.

VII. Moving Furniture and Equipment Prior to the Collection Transfer

The furniture and equipment utilized at the CAPR were obtained through a number of sources. Those items purchased through the Bureau of Reclamation have always been intended to move with the collections; these include all the shelving and cabinets that house the collections as well as the equipment to transport the equipment. The same holds for items purchased through the NPS while they were involved. Disassembled shelving units will be moved to the HHC facility before the moving companies visit the sites. Federally purchased items that are not wanted by the HHC will be picked up by Reclamation as federal surplus, also prior to the moving companies' site visit. The moving company should also be made aware of the other shelves and equipment that it will be moving to HHC.

Some equipment and furniture, as well as supplies, were obtained through the University of Arizona; these will be returned to the Arizona State Museum, the Repository's department within the University. University-purchased items not wanted by ASM will go to University surplus.

VIII. Pest Concerns

The HHC does not have adequate interim storage space to temporarily house the CAPR collections while it is determined whether there are insect or other pests contained within the collection. Because the collections will be introduced directly into the HHC repository, it is especially important that the collections remain pest-free throughout the transfer process.

The CAPR has had an Integrated Pest Management (IPM) system in place from its inception in 1987. This has focused on the detection of insects and other pests through the use of sticky traps located in strategic areas (mostly near entrances and along walls); the traps are checked on a monthly basis. Although a variety of pests have been collected by the traps, most are benign and not harmful to collections. Those pests that are more harmful (cockroaches, crickets) are infrequent and largely recovered from traps immediately adjacent to the doors. No live insects have been detected during routine inventories of the over 6000 boxes stored at the repository. CAPR staff has infrequently encountered dead/dried insect carapaces that appear to have been introduced in the field or contractor's lab. No insect droppings, eggs, or pupae have been encountered.

The CAPR has never sprayed the interior of the repository with insecticides; GSA occasionally sprays around the federal building, but not on a regular basis. The CAPR practices regular housekeeping duties to keep dirt and dust away from the collections. Because the repository serves as an office and processing area, drinks are permitted in work areas and food in the one dining area. All food debris and trash is disposed of in the hallway receptacle.

The CAPR collection itself is not a magnet for pests. Very few objects contain the type of perishable materials that attract insects and other pests. All objects have been sealed in polyethylene bags that provide a physical barrier to pests. There has been no evidence that the cardboard boxes themselves attract insects. However, to ensure that there are no insect pests in the boxes housing the CAPR collections, CAPR staff will place sticky traps among the boxes starting in July. These will be checked on a monthly basis along with the other bug traps and the results documented. HHC requests that an entomologist with Integrated Pest Management expertise visit the collections at the Central Arizona Repository to provide extra guidance regarding the risk of transporting pests as a result of the transfer. This entomologist visit will be arranged by the HHC at a time that is convenient for the CAPR.

To ensure that no insect pests are introduced to the collections during transport, it is recommended that the trucks be cleaned and vacuumed prior to the transfer.

IX. Ceremony

The Community requests that it be allowed to conduct traditional religious activities one day prior to transport of the CAPR collections to the HHC. This event will take place January 23, 2004 at the CAPR and will be no more than four hours long, preferably in the morning. Neither sound, video recordings, nor photographs will be allowed during this time. There will also be burning of a limited amount of sage. Time, preferences, and arrangements to be further resolved and discussed.

X. Pre-Transfer Planning

Forms

Standardized forms, designed specifically for the sample inventory and transfer process, will be used by all parties. This will ensure that each box of artifacts and archival material will be tracked through the entire process in an identical manner. A record will be produced that attests to the agreement of what materials were transferred and any discrepancies noted. Additionally, two independent confirmations of the sample inventory of designated boxes are recorded on the Reconciliation Sheets. Reconciliation forms will assure Reclamation that all materials were transferred to the HHC for long-term curation. Also, it will be necessary to produce a Master Gondola Inventory that can be used when the boxes are placed onto and removed from the gondolas to ensure that all boxes have been transferred.

The following forms will be used for the Pre- and Post-Transfer Sample Inventory and Transfer process.

1. **Inventory Reconciliation Sheet-** This form will be used as a cover sheet to the abbreviated box, cabinet, and archives inventories printed by CAPR (i.e., the Inventory Forms). Each box from the Research collection will have its own sheet. Each cabinet of the controlled collection will also receive its own Reconciliation sheet. In all other instances, a single cover sheet was made for the entire group, e.g., the boxed vessels, the maps, etc. On the Inventory Reconciliation Sheet, the recorder will summarize the results of the inventory for each box and any discrepancies noted during the process. Representatives of CAPR and Reclamation will be present for each inventory and will sign each inventory sheet to attest to its accuracy.
2. **Inventory Forms-** This form will be produced by CAPR. It will be an abbreviated version of the electronic inventory of selected boxes for the artifact and archival pre- and post sample inventories. The abbreviated inventory catalogs will vary between the different collection types (e.g., archival, research, and controlled). Any errors in the electronic file will be recorded directly on this sheet.
3. **Transfer Unit Inventory-** This form will track each box as it is placed on a gondola, pallet, or any type transfer unit. A handwritten copy will be faxed to HHC before the truck arrives. In this way, HHC will know and be prepared for the material about to arrive.

4. **Gondola/Pallet Label-** Each transfer unit will be numbered and labeled with a brief content description (i.e., Accession number and Box numbers). This label will be placed on the unit in a place easily seen and read upon arrival at HHC.
5. **Truck Inventory-** This form will track each packing unit as it is placed on the moving truck. It will be provided by Citizens Transfer. A copy of this form will be sent to HHC via fax to prepare them for the truck's arrival.

**Central Arizona Project
Inventory Reconciliation Sheet**

Box/Drawer/Format/Cabinet/Other (specify) # _____

Please note: The signatures below indicate the presence of items described in the attached printouts on the date provided below. Any discrepancies are recorded on the attached printouts and initialed.

Pre-Transfer Sample Inventory (at CAPR)

All Material Accounted For ☐

Discrepancy Noted (see below) ☐

Discrepancy Comments and Reconciliation Process (if any): _____

Discrepancy Reconciled ☐

BOR Representative _____ Date: _____

CAPR Representative _____ Date: _____

Post-Transfer Sample Inventory (at HHC)

All Material Accounted For ☐

Discrepancy Noted (see below) ☐

Discrepancy Comments and Reconciliation Process (if any): _____

Discrepancy Reconciled ☐

BOR Representative _____ Date: _____

HHC Representative _____ Date: _____

GONDOLA 1

ACC 1: BOX 1-2

ACC 4: BOX 1-13

RESEARCH

GONDOLA 2

ACC 4: BOX 14-28

RESEARCH

Electronic files

All collection records and documents will be backed up prior to any file transfers. After information triage, the CAPR will archive documents, transfer documents, and back them up; the final records and hard drive clearance at CAPR will not occur until HHC has performed their post-transfer sample inventory and accepted responsibility for the collection.

Transfer Order of Collections

It has been decided that the documents will be shipped on the first day of the physical transfer. This will provide some extra space for shelving breakdown at CAPR and time for HHC to set up the archives before the artifacts begin to arrive. By moving the documentation first, and together, it removes possibilities of error and confusion. There is no way for document boxes and artifact boxes to be confused during the loading or unloading of the trucks.

Coordination with the General Services Administration (GSA)

CAPR resides in the basement of a federal building. They have been consulted by the contracted moving company about the personnel involved with this transfer, the times in which the trucks can be in the loading docks, and other dock specifications. On delivery days, trucks will be out of the loading docks by 10:00 a.m.

Videography

HHC has arranged for a person or crew to document the transfer via video and still film, at HHC for their archives. CAPR staff will take digital images of the process at CAPR. Copies of both will be provided to COE.

Chapter 3

Transfer Procedures

The transfer of documents and artifacts from the Central Arizona Project Repository to the Gila River Indian Community's Huhugam Heritage Center will begin on 26 January 2004.

I. Ground Rules

Several ground rules should be read and accepted by all participants for use during the transportation procedures. The ground rules are provided. Additions to the ground rules may be made during the transfer procedures, if necessary, and must be agreed to by all parties involved.

1. All team members will respect others and treat them as they would like to be treated.
2. The workday begins at 8:00 a.m.
3. All trucks will be emptied at HHC by the end of the day and before departing.
4. Teams must be out of the federal building and HHC by 4:00 p.m.
5. Lunch breaks, and other breaks as needed, will be coordinated by the site supervisors.
6. Transfer units with collections should not be left unattended.
7. Do not enter a door that is alarmed.
8. Dress code is business casual. Please wear comfortable shoes with closed toes.
9. No food is allowed in the labs. Drinking is allowed away from the activities. Only closed containers are allowed.
10. Noise levels should be kept at a reasonable level at all times.

II. Security

Security measures will be provided by CAPR, Citizens Transfer, and HHC. Normal security measures will be taken to protect the collections. Access to the collections will be restricted to team members involved in the transfer. Trucks will be sealed with padlocks by a COE representative. Keys will be held by COE representatives and by a Reclamation representative, who will follow the trucks to the Gila River Indian Community from Tucson.

III. Transfer Teams

Representatives from the Corps of Engineers will team up with CAPR staff at the federal building in Tucson to perform the inventories of the transfer units and trucks before their departure. Corps of Engineers representatives will also team up with HHC staff at their facility at the Gila River Indian Community to perform the inventories of the transfer units and trucks, as they are unloaded after their arrival at HHC. Citizens Transfer and Storage personnel will be responsible for the physical transportation of the collection. Team responsibilities are outlined below.

CAPR Team / Team A

The team of CAPR and COE personnel at CAPR consists of a CAPR representative knowledgeable of the lab storage area and the collection as a whole and assistants who will work with the COE members monitoring the loading of the transfer units and trucks.

Loading Gondolas/Pallets

Person 1: In charge of gondola/pallet labels

- With mover as loads gondola
- Label moves with gondola to wrapping station
- Keeps track of gondola number sequence (no duplicates), pre-number sheets to make sure no duplicates
- Number from 1 to whatever
- Adds Acc#/Box#
- Additional comments at bottom
- Insert into sleeve
- Wrap into/Tape onto gondola

Person 2: Update Unit Inventory List (CAPR's Transfer Inventory)

- With mover at wrapping station, make sure label is on gondola
- Add number and contents
- Coordinate with # 1 to make sure no duplicates, etc.

Person 3: Updates CAPR Box Check-off List

- Indicate which gondola/pallet box is on
- Check that it is present
- Additional comments to help in id
- Indicate/correct errors
- Can do this when all gondolas loaded, given that the boxes can be read through shrink wrap.

Loading Trucks

Person 1: Update Unit Inventory

- Add truck number and date
- Check as goes out the door
- Fax copy of that day's units to HHC
- Keep a copy at CAPR

Person 2: (COE Representative) Does Truck Inventory

- List gondola/pallet numbers going on truck.
- Copy
- One copy with truck
- One copy faxed to HHC
- Two copies at CAPR

Moving Team

The Moving team is made up of the employees selected by Citizens Transfer and Storage to perform the transfer of this material. These individuals are responsible for keeping the interior of the trucks clean, packing the individual transfer units and loading the trucks at CAPR as well as unpacking the individual transfer units and unloading the trucks at HHC. They have coordinated with GSA regarding personnel, building and dock specifications. The driving of the trucks from CAPR to HHC also falls under their responsibility. Material moved will include, but not be limited to, archival material boxes, artifact boxes, electronic equipment, computers, desks, cabinets, and shelves. The moving team may need to disassemble the shelves prior to loading the trucks. Citizens Transfer are responsible for supplying the pallets, gondolas, stretch wrap, lifts, and other necessary moving equipment.

HHC Team / Team B

The team of HHC and COE personnel at HHC consists of an HHC representative knowledgeable of the collection and archival storage area and assistants who will work with the COE members monitoring the unloading of the trucks and transfer units. An HHC member will be responsible for gathering all unit and truck content information sent by CAPR.

Reclamation /Team C

A Reclamation representative, or team, will transport delicate items that may be damaged by the transportation to HHC. These delicate items will include reconstructed vessels, botanical material, and faunal remains. They will use a smaller vehicle with better maneuverability and shock protection. These loads/This load will take place after the bulk of the collection has been transferred.

Principal Staff

Jon Czaplicki, Reclamation
Bruce Ellis, Reclamation
Gus Chavarria, Reclamation
Marcia Donaldson, CAPR
Natalie Drew, COE
Amy Williams, COE
Amy McPherson, COE
John Ravesloot, HHC
Holly Metz, HHC
John Belton, Citizens Transfer
Henry Sias, Citizens Transfer
Joe Armijo, Citizens Transfer

IV. Work Assumptions

The packing, unpacking, and transportation of over 6,000 boxes between Tucson and the Gila River Indian Community will be time consuming. The drive itself is approximately 2 hours. Assuming that two trucks will make the journey every other day, it will take seventeen days to transfer the entire Central Arizona Project collection. It is assumed that no weekends or holidays will be worked.

Citizens Transfer will provide all Truck Inventory forms. These forms consist of multiple copies (four). Two copies will stay at CAPR, one copy will be given to the driver of the truck, and one copy will be given to Reclamation representative who is to follow the trucks to the Gila River Indian Community. A copy of the form will be faxed to HHC before the truck arrives at HHC. CAPR will provide copies of the Transfer Unit Forms and the Gondola/Pallet Labels.

V. Roles and Responsibilities

Reclamation

The Bureau of Reclamation is the administrator of these collections. A Reclamation representative will be the Contracting Officer's Technical Representative (COTR) at each site, CAPR and HHC, overseeing the transfer process and answering any contracting questions that may arise.

Corps of Engineers

COE staff will be present for the pre- and post-transfer sample inventories as well as for the physical transfer as representatives for Reclamation. COE staff will serve as Site Supervisors at CAPR and HHC. They will be assisting with the inventories and transfer, as well as being available to answer any technical questions.

Central Arizona Project Repository

CAPR is responsible for the care and security of the collection prior to transport to HHC. CAPR will provide the teams with Box Inventories and Condition Assessments.

Gila River Indian Community's Huhugam Heritage Center

HHC is responsible for the care and security of the collection after it has been unloaded from the gondolas. Extra security at the Center may be instituted to assure safety during the unloading of the trucks.

Citizens Transfer and Storage

Citizens Transfer and Storage is responsible for the care and transportation of the collection, equipment, and shelves from the CAPR Tucson facility to the HHC facility. Proper respect must be afforded to the archaeological material. Responsibility starts as the boxes are removed from CAPR shelves and will end when the boxes are placed on the shelves at HHC. Break down, transportation, and then reassembling office equipment and shelving units will also be necessary. Trucks need to be cleaned out prior to beginning the transportation of collections.

VI. Transportation

The transportation of the collection will be the responsibility of Citizens Transfer and Storage.

Most storage units will be combined into larger Transfer Units. Boxes will be removed from CAPR shelves and placed onto the transfer units by Citizens Transfer. A COE or CAPR representative will be present to record which boxes are loaded. The transfer unit will serve as the tracking unit throughout the actual transfer. Transfer units will consist of pallets and gondolas provided by the mover, as well as cabinets, and

individual pieces of furniture and equipment currently at CAPR. Most boxes will be moved on the gondolas.

The collection will be moved in a predetermined order. Archives will be transferred first, followed by then the oversized groundstone, the Research collection, then the cabinets, the vessels, and finally the furniture and office equipment. Within the Research collection the boxed material will be moved first, followed by the oversized metal and remaining material. Included with the furniture and equipment is the media safe and file cabinets. The artifact collections will be sent to HHC in accession and box order. This will require Citizens Transfer to gather boxes from the main collection area and from the extra storage room. The transfer units will need to be wrapped with shrink-wrap and labeled prior to their loading on the truck. Each Transfer Unit will be labeled with the following:

- Transfer Unit Type and Number
- Accession Number(s) included
- Box #s included
- Type of Collection

Each transfer unit will be numbered in sequence per unit type (e.g., Gondola 1, Gondola 2, etc.). As each transfer unit is put onto the truck another COE or CAPR representative will be recording which units are on each truck. This information will be faxed to HHC prior to the trucks arriving at the Gila River Indian Community. As Citizens Transfer takes the units from the truck, a COE or HHC representative will be checking them off of the forms sent from CAPR.

The process for both archaeological and archival boxed collections is as follows:

1. Load boxes on gondola in accession and box number order. Boxed collections will be kept separate from oversized ground stone as well as from boxed vessels.
2. Enter each box number located on that gondola onto the transfer unit inventory. Sign and date the form.
3. Shrink wrap gondola
4. Label gondola (adhesive-backed clear envelope): Gondola #/ Accession #(s)/Box #s/Collection Type
5. Move gondola onto truck and record gondola number on the truck inventory. Sign and date form as truck prepares to leave CAPR.

A similar process will be followed for pallets:

1. Load boxes on pallets. Follow the accession/box order as much as possible, but priority will likely be given to packing like materials and box sizes.
2. If boxes are stacked, extra support is required.
3. Enter each box number located on that pallet onto the transfer unit inventory. Sign and date the form.
4. Shrink-wrap pallet.
5. Label pallet (adhesive-backed clear envelope): Pallet #/Accession #(s)/Box #s/Collection Type

6. Move pallet onto truck and record pallet number on the truck inventory. Sign and date form as truck prepares to leave CAPR.

All gondolas and pallets loaded in reverse order so that when unloaded, the gondolas and pallets will be unloaded at HHC in the order in which the boxes will be put on the shelves. A staging area at CAPR will be set up to facilitate this.

Archaeological Collections – Research and Oversized Ground Stone: All of these have been assigned Accession Number/Box Numbers. The boxes and ground stone will be loaded onto the gondolas in accession and box number order. Follow above steps.

Archaeological Collections – Oversized Metal and Miscellaneous: Smaller pieces of over-sized metal will be packed in boxes; larger pieces will be packed in bubble wrap with foam or cardboard supports. Boxes and wrapped items will be placed onto pallets.

Archaeological Collections – Boxed Vessels: Many vessel boxes will fit on gondolas, and in these cases the above process for gondolas will be followed. These boxes may be stacked two high, but only if adequate support is present and a CAPR personnel gives approval.

Archaeological Collections – Boxed Fragile: Items deemed too fragile to be transported by the moving truck (e.g., antlers, turtle bones, thin sections) were hand delivered to HHC by a Reclamation representative.

Archaeological Collections – Cabinets: Cabinets will have been packed so neither objects nor drawers will shift/move during transfer. Packed cabinets will be labeled (Cabinet Letter/ Accession #) and sealed with metal or plastic banding. These can be moved as individual units. It would be appropriate to use a hydraulic lift to move these cabinets into and out of the trucks. It is important to keep them upright with no tipping. These cabinets are not to be stacked during transportation.

Archival Collections – Boxed Project Archives, Reports, and Photo Archives: These have been labeled with accession number and box number. They will be loaded onto gondolas in accessions and box number order and follow the process outlined above for gondolas. Archives will be moved first in order to assist Citizens Transfer with delivery at HHC.

Archival Collections – Map Cabinets: The maps and drawers within the cabinets will be packed to minimize any shifting/movement of maps and drawers during the transfer. The cabinets will be banded shut, labeled to reflect cabinet number and accessions, and can be moved as individual units. The map cabinets do not have a solid base; some sort of platform will need to be supplied by the moving company. They, too, need to be moved upright with tipping kept to a minimum.

Archival Collections- Maps on Rolls: Oversized maps stored in rolls will be placed upright in large boxes, perhaps with a second box over the top. These will be moved on pallets. Follow the above process for pallets.

Archival Collections – CDs, Audio and Video Tapes: These items will be moved in the media safe which will be packed to prevent contents from shifting during the move.

Magnetic Media: These items will be moved in the media safe, which will be packed to prevent contents from shifting during the move.

A hydraulic lift and other appropriate equipment must be at both CAPR for the loading of the cabinets and at HHC for their unloading.

Copies of the transfer unit and truck inventories will be given to the Reclamation representative following the trucks to deliver to HHC. As each truck leaves CAPR, Reclamation's representative (COE) will lock the truck with a padlock (COE provided). A Reclamation representative will follow the trucks to the Gila River Indian Community each day and will have a key to the padlocks. The transfer unit and truck inventories will be faxed to the HHC Senior Curator, as well. None of the documentation should be discarded. If loading did not strictly follow accession/box # order due to a need to load like materials and box sizes, HHC should be notified prior to the truck's arrival in order to plan for receipt. Also, HHC should be given an approximate time as to when the truck can be expected.

Upon arrival at HHC, Reclamation's representative will unlock the truck with the extra key and unloading can begin. All seals will be broken and transfer units will be unwrapped by Citizens Transfer. An HHC staff person will ensure that all transfer unit labels are saved and all seal and/or banding material is deposited in an appropriate trash receptacle. A COE or HHC representative will also be verifying the transfer unit number as they are removed from the truck and verifying the box numbers contained on individual transfer units, signing and dating each form (Truck and Transfer Unit Inventories). When all contents of a transfer unit have been accounted for, an HHC staff member will accompany the moving team to the appropriate storage area. HHC staff member(s) will then monitor as Citizens Transfer place boxes on the proper shelving units to ensure proper handling and arrangement per the established mover protocol. Once the truck is unloaded and returning to Tucson, CAPR should be notified and given an approximate arrival time at the federal building.

The final truckload delivered to HHC will be office (non-collections storage) furniture and collections equipment only. Via the Bureau of Reclamation, the Heritage Center will provide the moving company with floor plans indicating specific delivery locations for each piece in advance of the transfer. This furniture and equipment may require some disassembly at CAPR and reassembly at HHC. Media safe and cabinets will be transferred with furniture and equipment.

None of this documentation should be thrown out. Original signed inventories and transfer unit label documentation will be stored at the HHC in a locked fire-proof file cabinet in the Senior Curator's office.

Videography

HHC has to arranged for a person or crew to document the transfer via video and still film, at HHC for their archives. It is important that the videographers and photographers do not hinder the movement of the collections transfer; that they are not in the way of the moving company as they move back and forth between the labs and the trucks. It is also important that these individuals are afforded respect by everyone else involved with the transfer. Copies of the videos and photographs will become part of the Central Arizona Project archival collection. COE will be provided a copy of the videos and photographs.

Chapter 4

Post-Transfer Activities and Procedures

The post-transfer activities and procedures chapter explains procedures to be followed once the collection has arrived at the HHC facility. It covers the post-transfer sample inventory and the formal acceptance of the collection into the HHC repository. This chapter also deals with the disposition of the documentation generated from this project.

I. Unpacking

Object and Archival collections will be unpacked simultaneously within each HHC department in order of priority. Those collections packed in non-stable material(s) that are in direct contact with objects will be unpacked first. In some cases, boxes will be padded with inert materials (e.g., polyethylene foam sheets and pillows) that can remain in order to prevent object shifting in the future. Unpacking in order of priority for each department follows:

Collections

Boxed Vessels: The boxed vessels are the highest priority for unpacking due to contact with non-stable materials. They will be unpacked during the post-transfer condition assessment.

Controlled Collection in Museum Cabinets: These cabinets will be extremely well padded for the transfer. Shims should be removed from under drawer runners. Rolled bubble wrap and foam layers between drawers should be removed. While some foam padding within object trays may be useful to prevent shifting as drawers are opened, additional foam and tissue padding should be removed as needed to prevent drawers from catching and to provide visual access to objects.

Oversized Metal and Miscellaneous: Very large and very small metal objects should be removed from bubble wrap and cardboard supports.

Oversized Groundstone: Unwrap groundstone as time allows for additional shelving space.

Bulk/Research Collection: Bubble wrap should be removed from boxed research collections.

Archives

Documents: For the most part all document archives are padded with inert polyethylene foam sheets (flat and rolled). Each box should be evaluated to determine if the padding may provide support for long-term care, or may be placing pressure on the housing system and will eventually be detrimental to the collections. All plastic air cushions should be removed or replaced with inert foam.

Photographs: All padding should be removed from photo archives boxes, unless determined to be absolutely appropriate, inert and beneficial for the long term care of the photographic images.

Maps: Foam sheeting in map drawers may be beneficial for long term care by relieving pressure from drawer clips. Padding in map drawers should be examined to determine if it provides this type of support or is excessive (e.g., may catch when drawers are opened, etc.).

Media Safe: Padding should be removed from the media safe.

Currently, the CAPR estimates that the task of unpacking and verifying condition should take a full-time team a couple of months.

Condition Assessment

As the vessels and cabinets are unpacked at HHC, the artifacts within will have the condition assessment performed. Prior to the transfer, CAPR staff members will perform a condition assessment of all complete and near-complete prehistoric objects likely to be damaged during the move due to material type, poor condition, fragility, previous damage, reconstruction or mending (est. 250 objects). After the move HHC staff will compare the condition of each item that was assessed by the CAPR with its digital photo, condition assessment form and database record.

HHC personnel involved with the condition assessment will include the Senior Curator and collections staff. The Senior Curator will provide project planning and supervision and will participate in the condition assessment and photography (if needed). The Collections team will participate in all aspects of the assessment and photography project as needed to retrieve and unpack items, assist with assessment and photography, organize documentation and move objects to permanent storage locations.

HHC Condition Assessment Procedures:

1. Add a column(s) to the CAPR condition assessment electronic spreadsheet to be completed by the HHC.
2. Identify box/item as tagged by CAPR.
3. Determine what the object is and carefully unpack at condition assessment station.
4. When unpacking vessels extra caution will be used. Close attention is to be paid to acid free tissue paper marked with areas of loss and other places deserving of attention. These areas will be indicated with masking tape/colored tape on the tissue over the area.
5. Compare condition of object with digital photograph(s), condition assessment form and database.
6. If object is in same condition as assessed by CAPR, indicate this on the CAPR Condition Assessment form and conservation field in catalog database.

7. If object was damaged during transfer, this must be indicated on CAPR condition assessment form. A new HHC Condition Assessment form must be filled out and a digital photograph(s) taken of the new damage. All photography procedures established by the CAPR for the original condition assessment will be adhered to. Enter new condition information into database conservation fields for catalog record.
8. Ensure associated tag remains with each vessel as they are unpacked from the boxes. Because the Pre-transfer and Post-transfer Sample Inventories are conducted by box, the box number needs to remain in association with each vessel.
9. After assessment, unpacked objects are carefully moved to permanent storage locations.

II. Post-Transfer Sample Inventory

The inventory performed at HHC will directly mirror the sample inventory at CAPR (see chapter 3, section Pre-Transfer Sample Inventory for details) to ensure that this representative sample of the entire collections is present in the new facility. As boxes are inventoried, they will be placed on the repository shelves in the appropriate spaces. Representatives of COE and HHC will sign and date the Box Inventory form, recording any new discrepancies they may have found.

There will be one team for archives, one for boxed research collections, and one for controlled archaeological collections. If there is an error in a database record, the change will be marked on the inventory document for later correction in the database. If an item is not found, an effort will be made to locate the item. If the item is still not found, appropriate paperwork must be completed.

Dates have not yet been proposed for the post-transfer sample inventory. It will occur at a time after the physical transfer, allowing for HHC to establish intellectual control over the collection. It is estimated that this inventory will take approximately one week.

III. Notification of End of Moratoria

Heritage Center staff will contact all contractors and those currently holding BOR collection loans as soon as the HHC is prepared to update all loans and renewals, receive expired loans, process and accommodate new loan and research requests, and receive collections from Reclamation's on-call contractor.

IV. Database Training and Updating

The HHC staff will be trained on Re:Discovery and will update databases as needed.

V. Processing and Cataloging

HHC staff will complete the cataloging of Accession 4 and other non-collection accessions as soon as possible, taking great care to ensure that any NAGPRA material identified during processing is set aside and carefully secured. Center staff will work with Reclamation on preparing repatriation notices and assist as necessary with repatriation.

VI. CAPR

Electronic files and documents that have been transferred to HHC from CAPR will not be erased from CAPR files until it is known that the files are accounted for and functioning at HHC –or- Files will be kept for 3 months and then deleted.

VII. Associated Site Documentation

All documentation generated during the transfer procedures will be transferred to HHC for permanent retention. Inventory Reconciliation Sheets and Entrance/Exit Inventory Forms will be delivered to HHC as soon as the Exit Inventory process is completed by COE and HHC. Citizens Transfer Truck Inventory Forms, Transfer Unit Forms, and Gondola/Pallet Labels will be received by HHC at the time the collections are delivered to the facility.

Chapter 5

Summary

The federal government is responsible for the care, safety, and preservation of historic material remains and associated records recovered in conjunction with federal projects and programs. Between 1973 and 1993, the Bureau of Reclamation unearthed over 6000 cubic feet of archaeological material in central Arizona. Now the material is being prepared for a transfer from the Central Arizona Project Repository to the Gila River Indian Community's Huhugam Heritage Center Repository. Planning for the ceremonies and security is necessary. Protocol for the inventories and transportation must be determined and followed by all agencies involved. The planning document presented here provides a set of guidelines for the agencies and personnel involved in this entire process.

All of the documentation generated during the transfer of the collection will be stored at HHC and will be available for reference by future researchers. A separate after-action report describing the activities (pre-transfer inventory, transfer of collections, and post-transfer inventory) will be generated by the COE and delivered to Reclamation.



